

**DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT**

Date: January 22, 2007

Position: Special Assistant to the HR Manager

Location: Central Office Human Resources – Cole County

DESCRIPTION OF POSITION:

A vacancy currently exists within the Division of Human Services, Central Office for a Special Assistant to the HR Manager. This is a specialized support position that reports directly to the HR Manager. The position involves technical and administrative work involving a high degree of independent judgment and action. Position will serve as office manager and will be charged with the task of directing a variety of support functions.

Duties of the position include, but are not limited to: Supervision of office staff engaged in a variety of activities; Provide administrative assistance of a complex nature for the HR Manager and other support staff; Serve as technical expert for the development and dissemination of reports monthly; Plans, assigns, directs and coordinates activities of subordinate staff; perform independent functions requiring the application of technical or specialized computer program knowledge; Must be able to perform basic statistical analysis; Maintain appropriate databases as required; Schedules meeting and coordinates arrangements for programs; oversees and ensures the accurate and timely preparation, review, posting, and processing of a variety of fiscal, purchasing, personnel documents; tracks and monitors operational budget; researches and collects data as assigned; compose and draft correspondence as required; and manage the department responses to unemployment claims. Assists with training as necessary; Maintains, assigns and monitors security access to users of SAM II HR and other functions; Must be computer literate and familiar with Microsoft Office products and/or be willing and able to learn other software programs. Ability to think logically, work quickly under pressure and meet deadlines. Must be able to establish and maintain effective working relationships with other employees and agencies. Serves as liaison with IS department to resolve computer issues timely and effectively. Person must possess good mathematical and grammar skills and familiarity with SAM II HR a plus.

May perform other duties as assigned.

SALARY: \$32,000-36,000.00

EDUCATION AND EXPERIENCE:

Preference will be given to those possessing a minimum of an Associates degree, although a bachelor degree is preferred along with 4 years of similar experience with at least two years managing an office.

If interested, please send your resume along with a list of three references and their phone number to the attention of:

Richard Enyard, PhD
2729 Plaza Drive
Jefferson City, MO 65102
573-526-6474

Or email your resume and list of references to:
Richard.Enyard@doc.mo.gov

APPLICATION CLOSING DATE: February 16, 2007

Please Post This Announcement

****AN EQUAL OPPORTUNITY EMPLOYER****